

	<h1>Information Bulletin</h1>	
<b>US Army Corps of Engineers</b> Engineer Research and Development Center	Topographic Engineering Center  <i>2002 Research and Development Organization of the Year</i>	Jan. 9, 2003 Number 01-03

## OFFICIAL

### Town Hall Meeting Scheduled for Feb. 4

On Feb. 4, Col. John Morris, ERDC Commander, will make his annual visit to TEC to conduct a Town Hall meeting, a sensing session, and visit with those who wish to speak with him. Also many of the staff office chiefs will be present, both to meet with their staffs and to meet with anyone else who may wish to speak with them. More details on specific times will follow.

### SuperPages Available

The VERIZON "Prince George's County" 2002-2003 SuperPages have arrived. They are available on a first come, first serve basis outside Room 307B by the stairwell. You also can drop off your old telephone books in the RED tub by the stairwell. There are still plenty of VERIZON "Montgomery County and Maryland Suburban" phone books available. Whatever is left after mid-January will be recycled.

### Departure

<u>Name</u>	<u>Office</u>	<u>Date</u>
Joyce Gwyn	HRO	Jan. 10

### Arrival

<u>Name</u>	<u>Office</u>	<u>Date</u>
Lydia Elliott	EO	Jan. 13

### Bulletin Publication Change

With the establishment of an ERDC-wide Information Bulletin, which will be published every 2 weeks, individual site Bulletins will now be published in the "off" weeks. Please keep this in mind when submitting articles and information for the site Bulletin. The next Alexandria Site Information Bulletin will be published on Jan 23.

***2002 Army R&D Organization of the Year***

## Officer Cox Retires

Officer Franklin D. Cox, SO, retired Jan. 2, after more than 22 years of federal service. In 1951, Officer Cox enlisted in the Army. His assignments included duty with the 432<sup>nd</sup> Engineer Construction Battalion and 54<sup>th</sup> Combat Engineer Battalion, Germany. In 1968, he was assigned to the 1<sup>st</sup> Engineer Combat Battalion, LaKae, Vietnam and later with the 101<sup>st</sup> Airborne Division, Fort Campbell, Ky. He retired in 1978 after more than 20 years of service.

In 1980, he began his government career as a security guard at the U.S. Army Mobility Equipment Research and Development Command. In 1990, he joined TEC's Security Force.



From l to r: Richard Kiley, SE-AS, SO members Officer Richard Calvo, Martha Bishop, Chief, Officer Cox, Marcia Parmelee and Officer Paul Miller.

Officer Paul Miller (with gas mask and protective gear) presents Officer Cox with a 55-gallon drum of his favorite cologne. (Photos by Terri Stowell.)



## Handling Calls from the Media

When you receive calls from media representatives (local reporters, technical, trade, or general news media), please refer the caller to the Public Affairs Office (PAO) before responding to any questions. PAO will work with you, the reporter, and our command staff to determine how TEC as an organization can best respond. PAO will arrange an interview between you and the reporter if appropriate, and will answer any follow-up calls. This procedure will help TEC personnel prepare properly for answering media questions.

The intention of this request is not to restrict anyone's freedom to speak to the press. It will, however, ensure all concerned, when speaking as representatives of TEC, have the big picture and a complete background on the issue at hand. It also ensures the coordination with our executive staff, who are ultimately responsible for the image portrayed by TEC to the press.

## Commander's Mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

FOR THE DIRECTOR:

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BOBBIE J. GALFORD  
Chief, Public Affairs Office  
Engineer Research and Development Center

## **U N O F F I C I A L**

### **Condolences**

Condolences are extended to the family of Shirley Ann Armentrout, who passed away on Jan. 6 after a lengthy illness. Shirley was a Budget Analyst in the ERDC Resource Management Office. She was the Customer Service Representative for all payroll issues concerning TEC members.

The family will receive friends on Jan. 9, from 6 to 8 p.m., at the Mullins & Thompson Funeral Service, Stafford Chapel, in Garrisonville, Va. The burial service will be held in Athens, W.Va. on Jan. 11.

Her husband, Carl Armentrout, two sons, Michael Armentrout of Irving, Texas, Kevin Armentrout of Stephens City, Va., her mother, Janice S. Cook of Radford, W.Va., a brother, Johnny Cook of Radford, and three grandchildren, Jacob, Tanner and Alexis, survives Shirley.

In lieu of flowers, the family requests that contributions be made to: The American Cancer Society, C/O Trudy Clifton, 113 Tallpines Avenue, Locust Grove, VA 22508.

### **TEC REC Committee Holiday Project Benefits the Homeless**

Thanks to the generosity of many TEC members, the TEC REC Committee's Holiday Project to assist residents of the New Hope Housing Homeless Shelters was a huge success. Through donations, Committee members were able to provide three large boxes of socks, hats, gloves and scarves to Shelter residents. In addition, \$160 in gift certificates to local stores were purchased and donated. A Thank You note from New Hope Housing Inc. is posted on the TEC REC bulletin board across from the Snack Bar.

### **Weight Watchers at Work**

If you've gained a few extra pounds over the Holidays, Weight Watchers can be a great way to help lose those pesky pounds and start feeling better. The 18-24 participants in the last session lost 265 pounds in 12 weeks.

Signup for the next session is Jan. 14, in the Health Unit (Room M-5) located in the Kingman Building from 11:30 a.m. to 12:30 p.m. Weekly meetings will be held on Tuesdays from 11:30 a.m. to 12:30 p.m. in the Casey Building. The cost is \$150 for 12 weeks, payable in advance. A minimum of 20 participants are needed.

For more information, contact Linda Bartlett, RN, at 428-7379 or via email.

### **Cookie Time**

It's that time again. Girl Scout Troop #32 will be selling cookies until Jan. 17. If you would like to place an order, the signup sheet is in the Snack Bar.